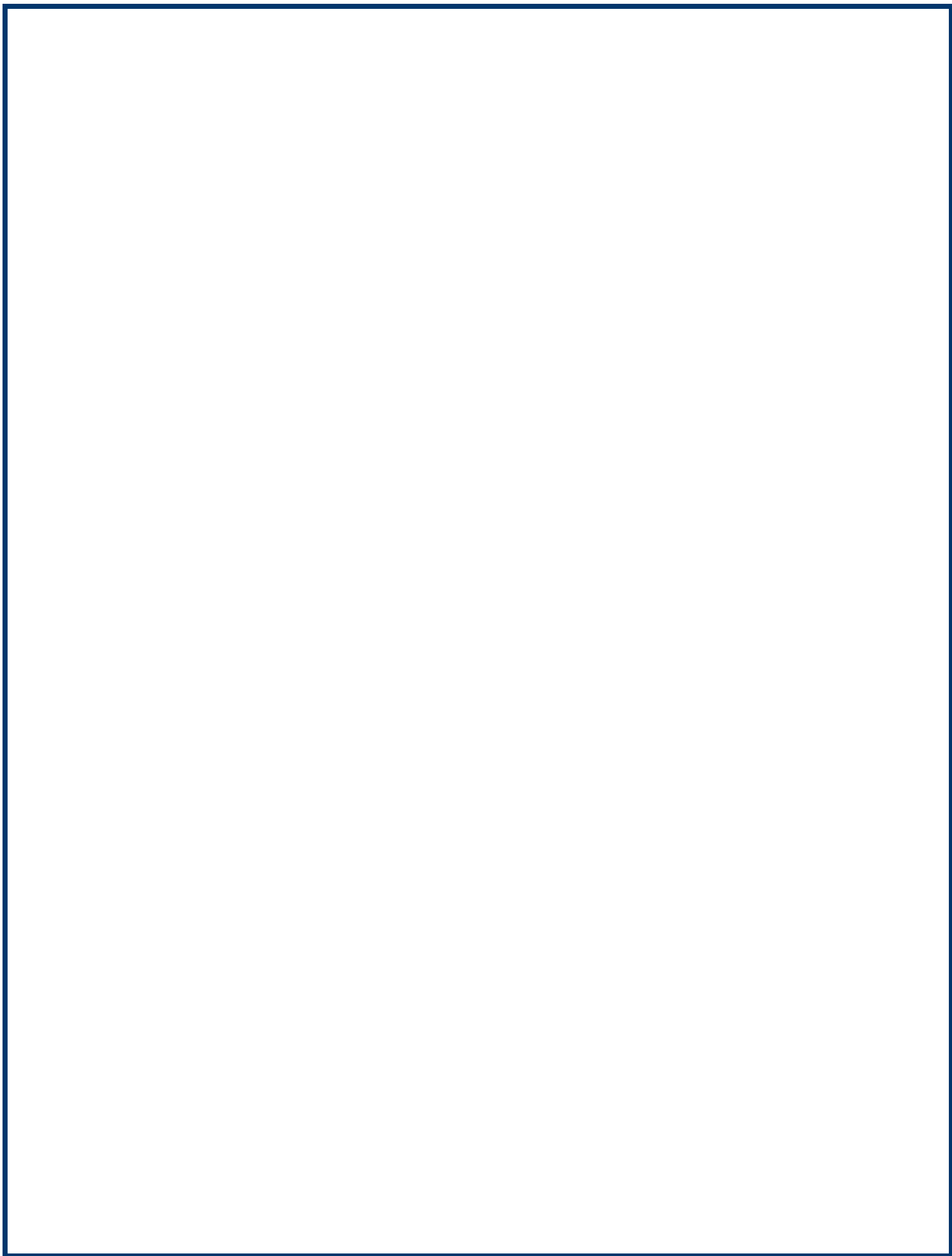


[illegible]

<b>Cleanup at</b> <b>Parking lot</b>  <b>Date</b> _____ <b>Time spent</b> _____ <b>Bags</b> _____	<b>Solo cleanup at</b>   <b>Date</b> _____ <b>Time spent</b> _____ <b>Bags</b> _____	<b>15-minute Cleanup at</b> <b>Beach</b>  <b>Date</b> _____ <b>Time spent</b> _____ <b>Bags</b> _____	<b>Cleanup a storm drain (get a before and after picture!)</b>  <b>Date</b> _____ <b>Time spent</b> _____ <b>Bags</b> _____	<b>15-minute cleanup at</b> _____ <b>Park</b>  <b>Date</b> _____ <b>Time spent</b> _____ <b>Bags</b> _____
<b>20-Minute Cleanup around Plum Point Park</b>   <b>Date</b> _____ <b>Bags</b> _____	<b>30-minute cleanup at Poplar Hall Park</b>   <b>Date</b> _____ <b>Bags</b> _____	<b>Pack a zero waste lunch</b>   <b>Date</b> _____	<b>Cleanup with your household at</b> _____ <b>Park</b>  <b>Date</b> _____ <b>Bags</b> _____ <b>Time spent</b> _____	<b>5 straws</b>   <b>Date</b> _____
<b>Take a picture by an Adopt-A-Spot Sign</b>   <b>Date</b> _____	<b>2 fast food containers</b>   <b>Date</b> _____	<b>Register for CLEAN Bingo and read the safety guidelines</b>   <b>Date</b> _____	<b>30-minute cleanup at Harbor Park</b>   <b>Date</b> _____ <b>Bags</b> _____	<b>Take a picture at a LOVE sign or with a Mermaid</b>   <b>Date</b> _____
<b>Scoop the poop (yep, a picture of you putting a bag of pet waste in a trash can!)</b>   <b>Date</b> _____ <b>Bags</b> _____	<b>Keep track of how many full sheets of paper you throw away or recycle in one day</b>   <b>#</b> _____	<b>15-minute beach access cleanup (your choice of location)</b>   <b>Date</b> _____ <b>Bags</b> _____	<b>Take a picture at the Ernie Morgan Center Eco Garden</b>   <b>Date</b> _____	<b>Rock the block around your office building with cleanup</b>   <b>Date</b> _____ <b>Bags</b> _____ <b>Time spent</b> _____
<b>Social Distance Cleanup with a coworker at</b>   <b>Date</b> _____ <b>Time spent</b> _____ <b>Bags</b> _____	<b>Plant pollinator flowers (in your yard or in a pot)</b>   <b>Date</b> _____ <b>Time spent</b> _____	<b>Elementary school field cleanup</b>   <b>Date</b> _____ <b>Time spent</b> _____ <b>Bags</b> _____	<b>Hug a tree picture!</b>   <b>Date</b> _____	<b>20-Minute Cleanup at</b> _____ <b>Beach Park</b>  <b>Date</b> _____ <b>Time spent</b> _____ <b>Bags</b> _____





## Universal Precautions and COVID-19 Cleanup Safety Procedures

**Thank you for volunteering for Keep Norfolk Beautiful!**

***As a participant, you are volunteering at your own risk and must sign the volunteer safety waiver/sign-in sheet.***

**Due to the Covid-19 pandemic, it is necessary for these added precautions to accompany our standard volunteer safety guidelines.**

All groups will be assigned a **Team Leader** that ensures acknowledgement that these safety guidelines are reviewed by team members before the cleanup. For individual volunteers your KNB Contact will ensure your review.

All children under 18 must be accompanied by an adult, either a parent or guardian with signed consent.

Group Leaders will be assigned a KNB contact person prior to the cleanup to ensure understanding and expectations for both volunteers and KNB Staff.

All accidents must be immediately reported to the assigned KNB contact person during the event as soon as possible. If serious, call 9-1-1 immediately before contacting KNB.

If you witness unsafe activities or behaviors, please report to the Team Leader or the KNB Staff person to ensure a successful cleanup without incident.

KNB Staff will review all supplies and their expected use prior to cleanup with individual volunteers during standard KNB Volunteer Training and with Team Leaders for specific projects.

Some sites and cleanups will be age-specific and will be noted.

**These guideline Do's and Do Not's must be read at every clean-up, beautification, or recycling event.**

**To conduct a safe clean-up, DO read and review with volunteers and leaders the following:**

- ☐ Practice universal infection control precautions and abide by all the following:
  - Volunteers must wear a face mask<sup>1</sup> and gloves and use proper glove removal techniques<sup>2</sup>. Volunteers assume all risk if using any PPE materials provided by the City of Norfolk, KNB, or associated agencies.
  - Practice social distancing with people who are not in your household<sup>3</sup>.
  - Cover your cough and sneezes with your elbow or tissue ensuring you are away from others<sup>4</sup>.
  - Please sanitize hands prior to volunteering. Sanitizer and gloves will be available for all participants.
- ☐ Sanitize all cleanup equipment after use with the provided disinfecting wipes and a separate pair of gloves.
- ☐ Coordinate with assigned KNB staff return of equipment, vests etc. Please do not return any used gloves or other disposables include them in the trash.
- ☐ Follow proper PPE removal<sup>5</sup> and trash collection procedures, as demonstrated in training. If you have questions or need a refresher let your KNB contact know prior to the event. Checklist and visual aide with instructions will be included in supplies.

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<sup>1</sup> (CDC - Protect Yourself, 2020)

<sup>2</sup> (How to Properly Remove Gloves Guide, 2020)

<sup>3</sup> (CDC - Protect Yourself, 2020)

<sup>4</sup> (CDC - How to Protect Yourself and Others, 2020)

<sup>5</sup> (Volunteer During COVID-19, 2020)

## Universal Precautions and COVID-19 Cleanup Safety Procedures

- ☐ Wear thick-soled, closed-toe shoes, no sandals, or flip flops. You will not be able to participate if you are not prepared.
- ☐ Wear a KNB provided safety vest if cleaning roads with a 35mph or more speed limits.
- ☐ Use proper body mechanics when bending, reaching and lifting - bend with your knees and request assistance when needed.
- ☐ Work during daylight hours and in fair weather (no thunderstorms).
- ☐ Adult supervision for volunteers less than 18 years of age must meet the following ratios:
  - 1-1 children <5
  - 1-5 Grades 1-6
  - 1-7 Grades 6-12
- ☐ Pick up litter only from curb line to private property line, typically back of sidewalk
- ☐ Make participants aware of possible contact with poisonous plants, bees, biting insects, suspicious looking bottles or devices, etc. Stay alert and avoid them.
- ☐ Drink plenty of fluids and take breaks as needed.
- ☐ Recognize that outdoor activities pose a risk. Do not participate if you do not feel comfortable<sup>6</sup>.
- ☐ Make sure to have first aid supplies to address cuts, scraps, and stings, as well as disinfecting those.
- ☐ Report to the group leader, or KNB, any activity or behavior that harms any person or property or puts at risk any person or property.

### To protect yourself and others, **DO NOT**:

- ☐ Squeeze or step on bags to make room for more trash.
- ☐ Pick up syringes or hypodermic needles with bare hands. However, if comfortable, wearing gloves, an adult may pick up a needle with a litter picker, pair of pliers or similar device; drop the needle in a hard-wall container such as a metal can or plastic bottle. Seal the container and place in the trash. (As instructed by the Norfolk Health Department.)
- ☐ Disrupt homeless settlements. Please report to Norfolk Cares at 757-664-6510.
- ☐ Pick up materials that appear to be hazardous or dangerous. Report graffiti, dumping or spills to the Norfolk Cares Line at 664-6510.
- ☐ Although very rare, “bottle bombs” made of plastic bottles do exist.



If a suspicious bottle is found, back away from it at least 100 feet, prevent any other individuals from entering the area, and cease your cleanup. Be sure to *call 911 to inform the police of what you've found and where you've found it.*

- ☐ Pick up weapons or bullet casings. If found, call Norfolk non-emergency: 757-441-5610
- ☐ Pick up trash that is **too close** to the roadway or on construction sites or bridges.

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<sup>6</sup> (Volunteer During COVID-19, 2020)

# Universal Precautions and COVID-19 Cleanup Safety Procedures

- ☐ Work during peak travel times, darkness or unsafe, inclement weather.
- ☐ Use power tools such as lawn mowers, tractors, chainsaws, etc.
- ☐ Volunteer under the influence of alcohol or drugs.
- ☐ Clean medians.
- ☐ Remove or improperly use PPE.
- ☐ Participate in a volunteer event if you are feeling unwell, have tested positive for COVID-19, been exposed to COVID-19, are in frequent contact with people in higher-risk categories<sup>7</sup>, or are unable to adhere to all the safety guidelines listed above.
- ☐ Take part in the volunteer activity or pick up materials or item that you feel uncomfortable with<sup>8</sup>.
- ☐ Do not take part in any volunteer activity where there is more than 10 people<sup>9</sup>.
- ☐ Engage in physical activity with anyone outside of your own household<sup>10</sup>.

## Group Leader Rights and Responsibilities

- ☐ The group leader has the right to deny a volunteer's participation in a cleanup or beautification project they are leading if they feel that volunteer poses a risk to themselves or others, if that volunteer does not wear a mask, does not practice social distancing, or does not follow any other KNB Safety Guidelines.
- ☐ The group leader agrees to train the volunteers in their group on proper glove removal and trash disposal prior to the cleanup.
- ☐ The group leader cannot be held responsible for PPE that a volunteer brings with them, is provided by KNB, or if PPE is improperly used.
- ☐ The group leader will make sure that all volunteers are equipped with hand sanitizer, and disposable gloves.
- ☐ The group leader has participated in the KNB Volunteer Safety Training.

## References

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*Volunteer During COVID-19.* (2020, April 28). Retrieved from Serve Washington: <https://servewashington.wa.gov/sites/default/files/public/news/Guidelines%20for%20Volunteers%20and%20Volunteer%20Organizations%20During%20COVID19%204.28.2020.pdf>

*When You Can be Around Others After You Had or Likely Had COVID-19.* (2020, May 24). Retrieved from CDC - Corona Virus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

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<sup>7</sup> (CDC - When You Can be Around Others After You Had or Likely Had COVID-19, 2020)

<sup>8</sup> (Volunteer During COVID-19, 2020)

<sup>9</sup> (Governor Northam Announces New Measures to Combat COVID-19 and Support Impacted Virginians, 2020)

<sup>10</sup> (Volunteer During COVID-19, 2020)



## COVID-19 Supply Handling and Trash Collection Procedures

### Giving Supplies Before the Cleanup

1. Gather your team before starting the cleanup to read the Safety Guidelines.
  - a. **Safety is always first and the most important part of a successful event.**
  - b. **You MUST review and READ aloud the KNB safety guidelines to all volunteers before starting your cleanup.**
2. Ensure all volunteers have a mask and are COVID-19 symptom free. No fevers, sore throat, colds, chest congestion, nausea, or have come into contact with anyone who has tested positive, or have tested positive themselves.
3. Give volunteers gloves and trash bags, after gloves are on, volunteers can put vests.
  - a. Remind volunteers that once they have everything on and begin to pick up litter, to not touch themselves, or anything other than their trash bag and the litter.
  - b. If volunteers need to stop during the cleanup, make sure they follow the proper removal steps and sanitize hands immediately after throwing gloves in trash bag.
    - i. At this point, those volunteers should not touch anything litter related, including their vests if applicable.
  - c. When those volunteers are ready to start again, provide a clean pair of gloves.

### Collecting Trash After Cleanup

1. Volunteers should bring their trash bags to the location where they will be left for pickup.
  - a. If needed they may place partially full bags inside of other partially full bags.
2. One bag should remain open for PPE and sanitizing wipe disposal until all used disposables are thrown away.
3. Have volunteers remove their gloves **using the proper removal techniques**, place gloves inside of trash bag and **immediately sanitize hands** before touching anything else.
4. Once all volunteers have placed gloves and any other disposable PPE in the trash bag, the group leader can remove their gloves, place in trash bag, and sanitize hands. Leave this one bag open to throw sanitizing wipes in.
5. Other equipment should also be sanitized before taking home or back to KNB for drop off. KNB will provide sanitizing wipes.
  - a. Use sanitizing wipes on vests as best as possible. KNB will be sanitizing them again upon return, but appreciate your assistance in reducing the chance of spreading COVID-19.
6. **Vests should be put on after gloves and removed once all other PPE is removed and hands have been sanitized.** Place in the bag provided by KNB. Sanitize hands and place in vehicle.
7. Make sure all volunteers follow the same protocols if sanitizing other equipment.
8. Once the items are sanitized, place wipes in the open bag and you (the group leader) will close it.
9. Immediately sanitize hands and have volunteers re-sanitize as well.

# How to Remove Gloves

To protect yourself, use the following steps to take off gloves



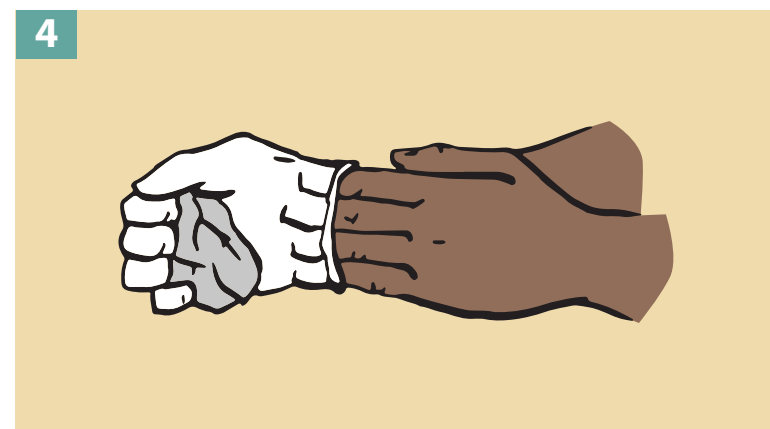
Grasp the outside of one glove at the wrist.  
Do not touch your bare skin.



Peel the glove away from your body,  
pulling it inside out.



Hold the glove you just removed in  
your gloved hand.



Peel off the second glove by putting your fingers  
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling  
it away from your body, leaving the first glove  
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.